

**Virginia Center for Onsite Wastewater Training**  
Southside Virginia Community College Occupational/Technical Center  
1041 West 10<sup>th</sup> Street  
Pickett Park (Fort Pickett)  
Blackstone, Virginia 23824

**Vision Statement:**

Comprehensive understanding of onsite wastewater practices across Virginia

**Mission Statement:**

Provide education and training to ensure effective onsite wastewater systems, maintain water quality, and protect public health.

**MINUTES OF THE VCOWT STEERING COMMITTEE MEETING**  
**9 November 2007**

**Core Group Members Present:**

Tom Joy, Chair	VDH / Blacksburg	<a href="mailto:Thomas.Joy@vdh.virginia.gov">Thomas.Joy@vdh.virginia.gov</a>
Ed Dunn	VDH / Piedmont	<a href="mailto:Ed.Dunn@vdh.virginia.gov">Ed.Dunn@vdh.virginia.gov</a>
Anish Jantrania	VDH / Richmond	<a href="mailto:Anish.Jantrania@vdh.virginia.gov">Anish.Jantrania@vdh.virginia.gov</a>
Beth Manghi	VDH / Chickahominy	<a href="mailto:Beth.Manghi@vdh.virginia.gov">Beth.Manghi@vdh.virginia.gov</a>
Dennis Smith	SVCC Rep	<a href="mailto:Dennis.Smith@sv.vccs.edu">Dennis.Smith@sv.vccs.edu</a>

**Core Group Members Absent:**

Jim Bowles	VDH / Lynchburg	<a href="mailto:Jim.Bowles@vdh.virginia.gov">Jim.Bowles@vdh.virginia.gov</a>
K.R. (Trapper) Davis	CPEG / VOWRA / NOWRA Rep	<a href="mailto:krdavis@cpegllc.com">krdavis@cpegllc.com</a>
Jay Duell	VDH / Western Tidewater	<a href="mailto:Jay.Duell@vdh.virginia.gov">Jay.Duell@vdh.virginia.gov</a>
Jamie Hawley	VDH / Piedmont	<a href="mailto:Jamie.Hawley@vdh.virginia.gov">Jamie.Hawley@vdh.virginia.gov</a>
Peter Hunt	SVCC Rep	<a href="mailto:Peter.Hunt@sv.vccs.edu">Peter.Hunt@sv.vccs.edu</a>
Doug Phillips	SERCAP Rep	<a href="mailto:DPhillips@SERCAP.org">DPhillips@SERCAP.org</a>
Danna Revis	VDH / Richmond	<a href="mailto:Danna.Revis@vdh.virginia.gov">Danna.Revis@vdh.virginia.gov</a>
Tom Reynolds	SVCC Rep	<a href="mailto:tom.reynolds@sv.vccs.edu">tom.reynolds@sv.vccs.edu</a>
Karl Rudolph	VDH / Stafford	<a href="mailto:Karl.Rudolph@vdh.virginia.gov">Karl.Rudolph@vdh.virginia.gov</a>
Erik Severson	VTSS Rep	<a href="mailto:ersevers@vt.edu">ersevers@vt.edu</a>

**Associate Group Members Present:**

N/A

**Associate Group Members Absent:**

N/A

**Other Attendees:**

N/A

Meeting opened at: 1000 after a review and discussion of the new website.

## Committee Reports:

### Donations Committee: Tom Joy (Chair)

#### Old Business

- Tom Joy reported that Peter Hunt and /Mary Jane Elkins (SVCC Foundation) told him that the Tobacco Commission granted SVCC the full amount it requested for the Occ/Tech Center Annex, which includes the new classroom, and for the VCOWT Demo Area. All money must be spent within 1 year.
- Tom Joy and Mary Jane Elkins have decided to wait until after the first of the year to approach vendors for donations.
- Don Alexander needed justification for seeking an OEHS budget allocation of \$10,000 per year for VCOWT. In accordance with the Steering Committee's recommendation, Tom Joy suggested to Don that the budget item could be called "VCOWT Demonstration Area and Storage Facility Operation and Maintenance". The money would be used to pay for utility installation, monthly utility bills, grounds maintenance, storage facility rehabilitation, general upkeep, signs, public outreach and education materials. Don was agreeable and said Patty Britton (OEHS Business Manager) would manage it.
- Tom Joy exhibited an example Certificate of Appreciation that he suggested could be presented to VCOWT donors. The Committee members agreed that it was suitable.

#### New business:

- No new business was reported

### DPOR Committee: (Trapper Davis (Chair), Jeff Hasson, Tom Joy

#### Old Business

- Tom Joy reported that Don Alexander may be on the same DPOR Licensure Committee that Trapper Davis is on. This is not yet confirmed.

#### New business:

- No new business was identified.

### Logo/Brochure/Exhibit Committee: Jim Bowles (Chair), Tom Joy

#### Old Business:

- Tom Joy is trying to arrange to have a VCOWT display at the VOWRA conference this month. He has not yet looked into setting up a VCOWT display at Environment Virginia in April.

#### New business:

- Tom Joy exhibited a new design he developed for a VCOWT logo. The Committee members recommended some changes that will be ready by next meeting. Copies of the suggested logo in AutoCAD format can be obtained from Tom Joy via email.
- Anish reported that the VCOWT brochure will not be printed in time for distribution at the VOWRA meeting

### Master List Committee: Beth Manghi (Chair)

#### Old Business:

Beth Manghi reported that:

- There are now approximately 680 addresses on the email master list
- The announcement for the December "Effluent Distribution Systems" class will be sent to the master list next week.
- There are approximately 30 addresses on the list to receive the VCOWT Steering Committee minutes

#### New Business:

- Other organizations have asked for the VCOWT email list. Beth asked the Committee if she should send it to them. The Committee approved giving the list to other organizations.

### Newsletter Committee: Beth Manghi (Chair)

#### Old Business:

- Beth Manghi reported that the newsletter needed a few changes, but is almost ready to send. She reported that rather than sending it as a pdf file, it can be sent in html format when VDH converts to an Outlook-based email system.

New Business:

- No new business was identified.

Onsite Training Committee: Danna Revis (Chair), Jay Duell, Jim Bowles

Old Business:

- No report – It was observed that the Nov 15<sup>th</sup> meeting of Jay Duell's Training Task Force (which was scheduled to consider how to integrate Danna Revis' Basic Onsite Training Course into the SVCC two-day course format) has been cancelled due to GPS training.

New Business:

- No new business was identified

Site Development Committee: Trapper Davis (Chair) –Jeff Hasson, Doug Phillips, Jim Bowles, Erik Severson, Tom Joy

Old business

- Site Clearing:
  - i. Tom Joy reported that Woodson and Dan Irby are prepared to begin grubbing and grading in the demo area on December 5<sup>th</sup>. They have identified a local firm to put up the silt fence, line the drainage ditches and do the seeding and mulching. Peter Hunt will take care of the actual hiring.
  - ii. Tom Joy will continue to coordinate with Woodson and Dan Irby regarding work to be done on the demonstration area.
  - iii. DCR completed its review of the E&S Plan. The comments were sent to B&B Consultants who did the original plan. B & B revised the plan for ~ \$300, which OEHS paid. We should have our permit in plenty of time for the Irbys to get started on schedule. A preconstruction meeting will be held on Tuesday, December 4<sup>th</sup> at the demo area. Anyone is welcome to attend.
- Rainwater Collection System:
  - i. Tom Joy reported that he still has not followed up on Doug Phillips' South Hill Home Depot contacts, and he has not yet approached Wal-Mart about giving us a \$500 community grant for the gutters and downspouts. He will do both things ASAP.
  - ii. Beth Manghi reported at the last meeting that she talked to Wright's ready-Mix about donating a concrete septic tank to VCOWT for use as a cistern for the rainwater collection system and that Mr. Brent Tennefoss said that they will donate any needed tanks. The Steering Committee suggested that VCOWT should ask him to donate one or more defective tanks for instructional purposes. Beth reported that she will need to know the specifics on the type of tank we want for the rainwater collection system. She also mentioned to Wright Ready-Mix that it would be better for them to donate a flawed tank to VCOWT and take a tax deduction than to lose money on it. Wright Ready-Mix also said they will donate other tanks for the demo area if we need them.
- VCOWT Demonstration ideas:
  - i. Tom Joy asked the Steering Committee at the last meeting to be thinking about what kind of demonstrations similar to those at NCSU are needed at VCOWT, which one we should concentrate on first, and how it would be used. Once a system is decided on, we will need to start planning how to construct it – how to get materials, who will do the work, etc. There were no comments on this item.

New Business

- Storage Facility (Old Barracks)
  - i. Tom Joy reported that it appears we may have more than enough funds to complete work on the demo area. Since we have to spend the Tobacco Commission grant by the by the end of 2008. He suggested we consider upgrading the old barracks to make a suitable storage facility and perhaps a soils lab and lodging. The Steering Committee approved of this use of potential excess funds.

SVCC Liaison Committee: Tom Reynolds (Chair), Peter Hunt, Danna Revis, Tom Joy

Old Business:

- Dennis Smith reported for Tom Reynolds that some problems with online registration for VCOWT courses are still unresolved. Peter Hunt is in charge of the effort to make the system operative.
- Tom Joy reported that the VCOWT/SVCC MOU is still being revised. Nelson Daniel made comments to be submitted to SVCC, but is still waiting for Don to approve a paragraph on payments. Tom will ask Don to review the paragraph at the VOWRA conference

New Business:

- No new business was identified.

Website Committee: Anish Jantrania (Chair), Tom Joy

Old Business:

- Tom Joy reported that he is still working with Brian Shook to develop a new VCOWT website. It is not completed yet, but has now been installed as the official VCOWT website that is reached from the link on the DOSWS page.

New Business:

- No new business was identified.

General

Old Business:

- Tom Joy reported that when he last inquired, six inquiries had been received for the Effluent Distribution Systems course in early December.
- Tom Joy reported that Karl Rudolph informed him via email that he will set up the golf tournament for some time in April and will talk to potential sponsors at the VOWRA conference.
- The Committee did not vote on Jeff Hasson's Core Group membership application due to lack of a quorum.
- Tom Joy: At the last meeting, the following courses were suggested for the VCOWT curriculum:
  - i. Basic Decentralized Wastewater Infrastructure – Anish Jantrania reported that he is still working on it. There was no discussion.
  - ii. OSHA Compliance for Onsite Workers – Tom Joy reported that he is working on it.
  - iii. It was also suggested at the last meeting that VCOWT develop certification programs for developers, real estate professionals, and local government officials. The courses would be one day long and students would earn CEUs rather than credit hours. The Committee likes the idea.
  - iv. At the last meeting, the Steering Committee was asked to consider how to implement the twice yearly review of student course evaluations that was approved at the September meeting. It was decided that a meeting should be held once a year in January via Polycom to review the evaluations as summarized by SVCC.

New Business:

- No new business was identified.

Meeting adjourned at: 1155